

NCUA CUSO Registry Quick Start Guide

Reaffirm a CUSO

Last Updated: 24-January-17

About Reaffirming a CUSO

CUSO Administrators are required to reaffirm, and where applicable, update their registered CUSO's information on an annual basis. The yearly deadline to complete the reaffirmation process is March 31st. Much of your information is filled in from your previous registration, but Administrators should review and update information as needed.

Process Requirements and Resources

In order to complete reaffirmation for a CUSO, users must have the following:

- A CUSO Administrator account
- Financial Audit Information
- An accurate and up-to-date list of customers and owners with associated numbers, loan amounts, and investment amounts

If needed, use the following resources to aid in the Reaffirmation process:

- CUSO Registry User Manual
- Customer Quick Guide
- Owner Quick Guide

Guide Overview

The following steps detail the process of completing Reaffirmation:

- Navigate to CUSO List
- Initiate Reaffirmation Task
- Reaffirmation Decision
- Complete Reaffirmation
- · Certify and Submit
- Verify Reaffirmation
- Manage Reaffirmation Data

Step 1: Navigate to CUSO List

To begin, log in to your CUSO Admin account and locate the appropriate CUSO.

- Open a Web browser and navigate to the <u>CUSO Registry</u> application.
- 2. Log in to your CUSO Admin account.



3. Once logged in, you will see your list of CUSOs.









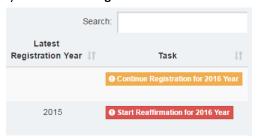
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Step 2: Initiate Reaffirmation Task

From the CUSO list, begin the Reaffirmation task. Tasks will be available in two statuses—"Start" and "Continue"—depending on where you are in the particular process. If you are returning to a CUSO in the midst of the Reaffirmation process, the task will display as "Continue Registration for XXXX Year".



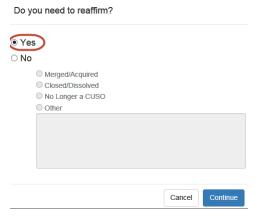
NOTE: You can Start Reaffirmation from your List of CUSOs, or you can begin the Reaffirmation task from the CUSO Details page.

CUSO Example



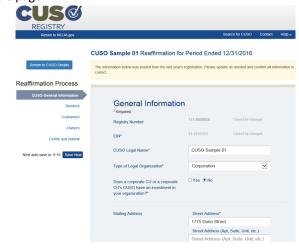
Step 3: Reaffirmation Decision

After initiating Reaffirmation, the reaffirmation decision dialog box will open. Check the Yes checkbox if the CUSO needs to complete reaffirmation. Check the No checkbox if the CUSO does not need to be reaffirmed, and provide a reason. If Other is selected under reason, further explanation is needed.



Step 4: Complete Reaffirmation

After selecting Yes, the General Information page is the first screen that will appear. The user will need to update and verify data on the General Information, Services, Customers, and Owners page.



- Complete the General Information page. Please note the required Effective Audit Financial Date. All other information entered during last year's registration is prepopulated for your convenience.
- 2. Complete the **Services** page. The services selected last year are pre-populated for your convenience.
- If you have high-risk or complex services selected, you will need to complete the Additional Service Information page. This page will not be pre-populated with data from the previous year.
- 4. Complete the **Customers** page. If you use the Excel upload, loan and investment amounts are populated from last year's data for your convenience.
- 5. Complete the **Owners** page. If you use the Excel upload, loan and investment amounts are populated from last year's data, as well as brought over from the Customers page for your convenience.
- If you are a corporate CUSO or offer certain high-risk or complex services, you will need to complete the **Financial** Audit Information tab.







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Step 5: Certify and Submit

Once each section of the Reaffirmation process is complete, the user will need to Certify and Submit their information. Please note that a CUSO cannot Certify and Submit until all pages are complete. Each section on the tab to the left needs to have a green check mark next to the section, indicating that section is complete.



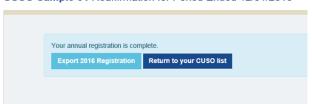
On the Certify and Submit page, check Yes next to "Yes, I certify that the information provided is current and accurate." A Certify and Submit button will appear. Click Certify and Submit to submit your Reaffirmation data.



Step 6: Verify Reaffirmation

After Certifying and Submitting the Reaffirmation data, you can save your submitted information in an Excel sheet for your records by clicking **Export 2016 Registration.**

CUSO Sample 01 Reaffirmation for Period Ended 12/31/2016



Note: You will also receive an email notifying you that your CUCSO information for the 2017 CUSO registration period is complete.

Step 6: Verify Reaffirmation (Cont.)

Open the excel sheet and verify the information rendered is the information you entered during the Reaffirmation process. When the excel sheet opens, choose the section you would like to view from the Table of Contents.

Table Of Contents:	
	General Information
	<u>Services</u>
	<u>Customers</u>
	<u>Owners</u>
	Financial Information

You can also verify your Reaffirmation data by returning to your CUSO list. Click on the CUSO whose record you just Certified and Submitted. On the CUSO Details page, make sure the CUSO is in Registered status for 2016.

Please note that you now have the option to Amend your CUSO record using the blue Amend CUSO button.



Note: For further instructions on amending your CUSO, please refer to the Amend CUSO Record Quick-start Guide.

